



1. Safeguarding Policy

Updated: by Rachel Burnett, Safeguarding lead: 20th June 2019

Ratified at board meeting on 9th July 2019

Adults, young people and children

The organisation is committed to ensuring that the people who use its services are respected and that its working practices minimise the risk of harm. Safeguarding is everybody's concern; therefore Growing Works' staff and volunteers view safety and wellbeing as paramount importance. This policy is reviewed on an annual basis or in the event of an incident that necessitates need to review the policy or due to changes in legislation.

All staff working with vulnerable adults and/or children will have enhanced disclosure barring service clearance renewed every 3 years.

The Safeguarding Vulnerable Groups Act 2006 sets out the activities and work which are 'regulated activity', which a person who has been barred by the ISA must not do and as an organisation we will follow the regulations and advice.

Regulated activity relating to adults

Growing Works recognises the activities which, if any adult requires them, lead to that adult being considered vulnerable at that particular time. This means that the focus is on the activities required by the adult and not on the setting in which the activity is received, nor on the personal characteristics or circumstances of the adult receiving the activities.

There are 6 categories of regulated activity by the DBS and the work we do at Growing Works relates to regulated activity three:

(iii) Providing social work

The provision by a social care worker of social work which is required in connection with any health care or social services to an adult who is a client or potential client. All work with clients who use our service to support their mental or physical health will be classed as being in this regulated activity category. All staff and volunteers who come into contact with these adults will be required to have a disclosure certificate and be registered on the DBS Updated Service.

All staff and volunteers who work with children who participate in any of our activities will also be required to have a disclosure certificate and be registered on the DBS Updated Service.

Recruitment of Staff and volunteers

Growing Works has a recruitment policy, selection and induction policy. Applicants are assessed for their suitability for the role via an application form and interview and must



provide two references, two pieces of identification and original copies of necessary qualifications before appointment.

All staff and volunteers (including trustees) will undergo awareness training of safeguarding issues during the induction period, as approved by Kirklees Safeguarding Board and refreshed every 3 years. A trial period for all staff and volunteers, regular supervision and support is provided for all staff and volunteers.

Abuse can refer to:

- Physical abuse - including hitting, slapping, pushing, kicking, misuse of medical/chemical restraint or inappropriate sanctions.
- Sexual abuse - including rape and sexual assault or sexual acts to which the vulnerable adult has not or could not consent and/or was pressured in to consenting.
- Psychological abuse - including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, verbal or racial abuse, isolation or withdrawal of services or supportive networks.
- Financial or material abuse - including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- Neglect and acts of omission - including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- Discriminatory abuse – including racist, sexist, that based on a person's disability, and other forms of harassment, slurs or similar treatment.
- Institutional abuse - repeated instances of poor care of individuals or groups of individuals through neglect or poor professional practice as a result of structures, policies, processes and practices within an organisation.

Growing Works will not tolerate any form of abuse; therefore any evidence of abuse will be reported to the Project Manager, to act on the information in the same day.

Responsibilities of reporting safeguarding issues

- The key responsibilities and actions for anyone who identifies the possibility of abuse, which must be acted upon on the same day.
- Immediate protection - Take any immediate actions to safeguard anyone at immediate risk of harm, including summoning medical assistance.
- Listen, Reassure & Support - If the Vulnerable Adult or child has made a direct disclosure of abuse or is upset and distressed about an abusive incident, listen to what they have to say, and ensure they are given the support they need.
- Detection & Prevention of crime - Where there is evidence a criminal offence has taken place, or a crime may be about to be committed, contact the Police immediately.
- Record & Preserve evidence - Preserve evidence through recording and take steps to preserve any physical evidence
- Report & Inform – In cases of a person of being identified of being AT BEING AT RISK OF HARM REFER TO ADULT or CHILDREN'S SOCIAL CARE AS



SOON AS POSSIBLE, AND IN ALL CIRCUMSTANCES ON THE SAME DAY AS THE ALERT IS RAISED.

Order of priority for reporting by staff member/volunteer, all on same day:

1. 999 if necessary
2. Line manager 07719 509703 – Sue Brown (Project Manager) or Rachel Burnett (Project co-ordinator and Safeguarding contact) 07845 415289

3. Report to external agencies

Children's Social Care Duty and Advice Team

01484 456848

Emergency Duty Service - Out of hours

01484 414933

Gateway to care – Children & Adults

01484 414933

Police Victim Support line 0845 3030900

These numbers are also stored in the office phone.

ALL contact/concerns must be recorded in writing on the same day in a log with time, persons concerned and as much detail as possible.

Training of staff

As the basic minimum Growing Works will ensure that all employees have completed safeguarding training within the last 3 years which covers:

- What to look for;
- What should raise their suspicions;
- What to do and who to tell;
- How to ensure the safety of the vulnerable person.

Support to volunteers and employees

The employees and volunteers reporting on incidents of suspected or potential abuse may find that the victim and/or the other responsible adult concerned are upset or angry. The Trustees will appoint a member (*Rachel Burnett – Safeguarding contact*) to support anyone who reports a suspected incident and support or counselling or both may also be provided by colleagues or an outside body if required.

Volunteers and employees themselves may also be the subject of an allegation of abuse. While support will be offered, Trustees will ensure that any statutory body will be given all assistance pursuing and investigation, suspension and/or discipline which may be implemented.

Suspect of abuse by an employee or volunteer



Where a member of volunteers and staff is suspected of abuse the following action will be taken.

- (a) The nominated Trustee will interview the employee/volunteer in the presence of an independent witness; and
- (b) Arrangements will be made for interviewing the suspected victim. This will be done in the presence of a volunteer or employee and a support person for the victim;
- (c) The purpose of the meeting will not be to investigate but to establish whether there are grounds for the allegation.
- (d) Report to DBS within one week if any worker is dismissed (or leaves prior to dismissal) because of safeguarding issues

Confidence

Confidentiality is crucial to all work undertaken by the organisation and the organisation's confidentiality policy should be adhered provided that the welfare of the vulnerable adult or child remains paramount and, if necessary, takes precedence over it. Confidentiality will NOT be maintained if the withholding of information will prejudice the welfare of the adult e.g. any allegation of abuse against a person aged over 18 years old who is covered under the Protection of Vulnerable Adults will be reported to the Social Services Department of the Local Authority.

All personal information conforms to the Data Protection Act 2018 and protected by secure password. Sensitive information will not be distributed via email but carried out in a secure manner.